

OPERATIONS SCHOOL

Headquarters Training Branch

COURSE ENROLLMENT PROCEDURE

D a t a   S h e e t

COURSE TITLE : CS Records II (Biographic Research)

25X1A9a CHIEF INSTRUCTOR : [REDACTED]

ENROLLMENT QUOTA : At Langley, 1A-07 or 1A-13: 20  
At 1000 Globe, 601: 18

REGISTRATION DEADLINE: Friday preceding first day of the course.

NUMBER OF STANDBY REGISTRANTS PERMITTED: As many as apply. Any not picked up in one course should have first consideration for the next.

STANDBY NOTIFICATION PROCEDURE: : Standbys must arrive no later than noon of the first day. Instructor will notify the Registrar at 0900 of any absences. Registrar will then try to fill gaps from the standby list. [At Langley this procedure is feasible, but present bus schedules to 1000 Globe make it pointless.]

REMARKS : Prerequisite: CS Records I. Course is recommended, but not required, for CS Records III (Records Officer Briefing).  
NOTE: This course is oriented specifically towards Headquarters responsibilities and procedures. It is of marginal value to those about to leave for duty overseas. Such people should take CS Records I, hold off CS Records II until their return.  
This course is not recommended for new EODs unless they have some research experience at college level. Those without such experience should take Records I, then work on the desk from three to six months before tackling Records II. Both they and their office will benefit more from the perspective gained in this way.

\_\_\_\_\_  
[REDACTED] 25X1A9a  
Chief, Headquarters Training

Distribution:

Chief Instructor  
Training Assistant  
Chief, Operations School  
C/AIB/TR